**Daily Lesson GAME Plan: Lesson C**

**Lesson Title**: Group Collaboration Project

**Related Lessons**: Introduction to Technology; Introduction to Internet Research/Writing Interview Questions

**Grade Level**: Adult Education

**Unit**: Job Interviewing Skills and Techniques

**GOALS**

**Content Standards:**

Students will learn how to interview successfully for a job by creating interview questions, sitting in a mock interview, serving on a mock interview panel, evaluating interviewee's answers on a rubric, and collaborating to select the best candidate for the job based on all of the above.

**Instructional Objectives:**

By the end of this unit of study students will be able to prepare, ask, and answer typical interview questions by having researched jobs, developed interview questions, sitting on mock interview panels as both the interviewee and interviewer.

**Unit of study will meet the following standards:**

Creativity and innovation Critical thinking, problem solving, decision making

Communication and collaboration Digital citizenship

Research and information fluency Technology operations and concepts

**ACTION**

**Before-class preparation:**

**Technology**: Estimate time needed for each task in lesson plan. Identify prerequisites for this lesson (computer skill level). Decide order of operations (before, during and after lesson). Plan back up activities to cover allotted time and allow for technical difficulties. Make sure you have Internet access, and access to websites needed for instruction (i.e. YouTube). Connect webcam to instructor computer for demonstration.

**Student guidelines**: Prepare lesson summary, course-related handouts, tutorials, and activity sheets, along with rules for collaboration and team leader rules for submitting final project.

**Prepare learning environment**: Boot up computers; make sure Internet connection is online, and necessary software for lesson is working properly; check lighting in classroom; set out materials for distribution to students; write lesson objective on whiteboard; prepare to greet students upon arrival. Set up breakout rooms for teams to work; make sure computers, software programs, and Internet connection is working. Check lighting and materials (tables, chairs, pens, paper) in breakout rooms.

**During class instructional activities:**

**Time Activity Materials/Resources needed**

6:00-6:10 Greet students upon arrival Sign in sheet, pass out

lesson summary and assignment rubric

6:10-6:20 Lesson introduction Go over lesson C objectives from

lesson summary. Discuss specifics of rubric/questions and answers. Advise students assignment will be assessed within one week of submission.

6:20-6:45 Review PowerPoint Pass out activity sheets, handouts

and instructions for completing final project. Review PowerPoint for creating a team wiki. Review tutorial for creating a video on YouTube.

Question and answer period.

6:45 – 7:00 Break

7:00 – 9:00 Project assignment/teamwork Send teams to assigned breakout

rooms to work on assignments.

9:00 – 9:10 Summary Students return from breakout

rooms; discuss/obtain feedback

on assignment from students; pass out and collect student evaluation of unit of study. Remind students rubric/grade on assignment will be posted within one week of submission.

**MONITOR**

**Ongoing assessment(s):** Monitor students during each activity; provide support and clarification where indicated; modify instruction if necessary. Visit breakout rooms during teamwork session to offer assistance and guidance as needed

**Accommodations and Extension**: Make sure students can see and hear instructions; adjust seating, lighting, audio and/or visual displays if indicated.

**Back-up plan:** Have extra copies of written materials that can be worked on if technology fails.

**EVALUATION**

**Lesson reflections and notes:** Take notes on what worked and didn’t work during the presentation. Were students engaged? Were they interested? Were they yawning or seemingly bored? Read student responses on unit of study evaluation forms and modify this unit of study for the future as appropriate. Collect materials; shutdown computers in breakout rooms and main room.